

## San Luis Obispo County Public Works Department

### Road Closure or Restriction of Use Permits

So, you'd like to close a public road for a special event, public gathering, charity event or some other reason? Well, it's possible.

There are a few well defined procedures that you need to follow for closing or restricting the use of a public road, but the most important one is time. You must give the County Public Works Department adequate time to receive and review your request. The more complicated the request (more roads to close, complicated detours, many businesses or homes in the area, etc) the more time we need for review. A very complicated request should be submitted about 6 months in advance. Minor closures require less process and should be discussed with us about 3 months in advance. No matter what, required information must be in our hands no later than 30 days before the requested closure date to assure proper notification and make sure all information is completed and correct.

Now that you know how long it may take, what roads will we allow to be closed? This is one of the reasons for early notification. Some roads can't be closed due to unreasonably long detours, conflicts with other use or for other reasons. With advance notice, we can work with you to assure the success of your request. Substitute dates or another route may be suggested if your first priority cannot be accommodated.

Another of the must have requirements is insurance! You must be able to insure your event with a \$1,000,000 dollar policy that also names the County of San Luis Obispo and the California Highway Patrol as covered. This is a must, and we need a hard copy of the policy prior to the issuing of any permit. Before you consider a road closure, please talk to your insurance carrier about the cost for this coverage. This may be the only cost to you for closing the road. Most closures do not require a fee or deposit for the permit. The only other cost may be for material to provide for the closure itself, signs and cones. In some cases, the County Public Works Department will supply these materials when the event is for charity or a public service.

Attached, you will find a check list of required items, a list of the agencies that will require notification of the road closure (your responsibility) and a complete list of rules and regulations for a road closure or restriction. These inform you about traffic control plans, CHP notification and approval, public notice and all other items needed. Some of the items may not be needed for all closure events. Read everything then call 781-5276. We will be happy to answer your questions. Or, you may contact [Jmeyers@co.slo.ca.us](mailto:Jmeyers@co.slo.ca.us). Via email to begin your request.

Remember, start the process early for a successful event.